

Meridio v4.2 by Meridio, Inc. with Microsoft SharePoint Portal Server v2.0 by Microsoft Corporation

Meridio/SharePoint Summary Report

The Joint Interoperability Test Command (JITC) tested the integration of Meridio, Inc.'s Meridio v4.2 Records Management Application (RMA) with Microsoft Corporation's Microsoft Windows SharePoint Portal Server v2.0. The test was conducted at the Compliance Solutions Group Office facility in Reston, Virginia, from 20 through 22 July 2004. The implementation was verified using version 7.5 of the Test Procedures and was compliant with DOD 5015.2-STD, dated June 2002. All mandatory requirements were satisfied.

TABLE OF CONTENTS

<u>Section 1. Product Identification</u>
<u>Section 2. Test Configuration</u>
<u>Section 3. RMA Mandatory Requirements</u>
Section 4. Non-Mandatory Features Demonstrated

1. Product Identification

Microsoft SharePoint Portal Server v2.0 provides web portal functionality through which organizations can establish a central point of access to share information. Its integration with Meridio v4.2 allows users to collaborate on documents and file them as records when they are complete.

1.1 Allocation of RMA Requirements

Table 1 identifies the mandatory functions required by the Standard and indicates which of those functions are performed by Meridio, which are performed by SharePoint, and which both products perform either jointly (both share the function) or separately (both perform the function independently).

Table 1. Mandatory Functions Allocation				
Para	DOD 5015.2-STD Requirement	Meridio	SharePoint	Comments
C2.1.1.	Managing Records	✓		
C2.1.2.	Accommodating Dates and Date Logic	✓	✓	Separately
C2.1.3.	Implementing Standard Data	✓		
C2.1.4.	Backward Compatibility			Not Tested ¹
C2.1.5.	Accessibility	✓	✓	Separately
C2.2.1.	Implementing File Plans	✓		
C2.2.2.	Scheduling Records	✓		
C2.2.3.	Declaring and Filing Records	✓	✓	Jointly
C2.2.4.	Filing E-Mail Messages	✓		
C2.2.5.	Storing Records	✓		
C2.2.6. Retention and Vital Records Management				
C2.2.6.1.	Screening Records	✓		
C2.2.6.2.	Closing Record Folders	✓		
C2.2.6.3.	Cutting Off Record Folders	✓		
C2.2.6.4.	Freezing/Unfreezing Records	✓		
C2.2.6.5.	Transferring Records	✓		
C2.2.6.6.	Destroying Records	✓		
C2.2.6.7.	Cycling Vital Records	✓		
C2.2.6.8.	Searching and Retrieving Records	✓	✓	Jointly
C2.2.7.	Access Controls	✓		
C2.2.8.	System Audits	✓		
C2.2.9.	System Management Requirements			Performed by the operating system and DBMS

2. Test Configuration

The test configuration consisted of:

- One server running Microsoft (MS) Windows 2000 Advanced Server (SP4) Operating System (OS) and MS SQL Server 2000 (SP3a).
- One server running MS Windows 2003.
- One server running MS Exchange 2000 (SP1).
- One web server running IIS 5.0.
- One web server running IIS 6.0 and ASP.NET 1.1.
- One client Personal Computer (PC) running MS Windows XP Professional. Installed software included MS Office 2000 Professional and Internet Explorer 6.0.
- One client PC running MS Windows XP Professional. Installed software included MS Office 2003 Professional and Internet Explorer 6.0.

¹ This test was the first test for this system against this requirement. Test data from a previous system was not available.

3. RMA Mandatory Requirements

3.1 *Managing Records [C2.1.1.]*

Meridio provides all required capabilities for managing records. For more information, see the JITC "Meridio v4.2 DOD 5015.2-STD Compliance Detailed Report."

3.2 *Accommodating Dates and Date Logic [C2.1.2.]*

Meridio and SharePoint store and display dates using a 4-digit year format, and recognize leap years including the year 2000. Both products accept user input of valid dates from current, previous, and future centuries.

3.3 *Implementing Standard Data [C2.1.3.]*

Meridio provides the required elements necessary to implement standard data. Metadata elements added to record profiles in Meridio are available for population through the SharePoint interface, including any defaults or pick lists pre-defined in Meridio.

3.4 *Backward Compatibility [C2.1.4.]*

This is the first test for this integrated system against version two of DoD 5015.2-STD², therefore test data was not available to verify backwards compatibility.

3.5 *Accessibility [C2.1.5.]*

Microsoft Corporation provided the 508 Voluntary Product Accessibility Templates (VPATS) provided as appendices to the detailed test report. Meridio's VPATS are included as an appendix to the JITC "Meridio v4.2 DOD 5015.2-STD Compliance Detailed Report."

3.6 *Implementing File Plans [C2.2.1.]*

Meridio provides all required capabilities for creating and maintaining disposition instructions and file plans. For more information, see the JITC "Meridio v4.2 DOD 5015.2-STD Compliance Detailed Report."

3.7 *Scheduling Records [C2.2.2.]*

Meridio provides all required capabilities for scheduling records. For more information, see the JITC "Meridio v4.2 DOD 5015.2-STD Compliance Detailed Report."

3.8 *Declaring and Filing Records [C2.2.3.]*

To file electronic documents as records from SharePoint to Meridio, users first upload the document into the SharePoint application. SharePoint presents the record profile screen. Users complete the record entry form using a combination of data entry and pick lists. Users click on "Declare and Close" to save the record.

Users file e-mail and non-electronic documents using the Meridio client. Additionally, users must file electronic versions and renditions and specify link relationships in Meridio. However, users can view established versions and renditions and link relationships through SharePoint.

² Backwards Compatibility is a new requirement in the June 2002 version of DoD 5015.2-STD.

3.9 *Filing E-mail Messages [C2.2.4.]*

Meridio provides all required capabilities to file e-mail messages as records. For more information, see the JITC "Meridio v4.2 DOD 5015.2-STD Compliance Detailed Report."

3.10 *Storing Records [C2.2.5.]*

At the time of filing, SharePoint removes the document from the SharePoint repository and writes it to the Meridio repository. Permissions granted in Meridio determine who has access to the records and what they can do with those records. Only users with appropriate access can delete records from the repository.

Meridio stores the file plan and record profile data in a relational database. MS SQL Server 2000 (SP3a) provided the database during the compliance test.

3.11 *Screening Records [C2.2.6.1.]*

Meridio provides all required capabilities to screen records. For more information, see the JITC "Meridio v4.2 DOD 5015.2-STD Compliance Detailed Report."

3.12 *Closing Record Folders [C2.2.6.2.]*

Meridio provides all required capabilities to close record folders. For more information, see the JITC "Meridio v4.2 DOD 5015.2-STD Compliance Detailed Report."

3.13 *Cutting Off Record Folders [C2.2.6.3.]*

Meridio provides all required capabilities to cut off record folders. For more information, see the JITC "Meridio v4.2 DOD 5015.2-STD Compliance Detailed Report."

3.14 *Freezing/Unfreezing Records [C2.2.6.4.]*

Meridio provides all capabilities to freeze and unfreeze records. For more information, see the JITC "Meridio DOD 5015.2-STD Compliance Detailed Report."

3.15 *Transferring Records [C2.2.6.5.]*

Meridio provides all required capabilities necessary to transfer records. For more information, see the JITC "Meridio v4.2 DOD 5015.2-STD Compliance Detailed Report."

3.16 *Destroying Records [C2.2.6.6.]*

Meridio provides all required capabilities necessary to destroy records. For more information, see the JITC "Meridio v4.2 DOD 5015.2-STD Compliance Detailed Report."

3.17 *Cycling Vital Records [C2.2.6.7.]*

Meridio provides all required capabilities necessary to cycle vital records. For more information, see the JITC "Meridio v4.2 DOD 5015.2-STD Compliance Detailed Report."

3.18 *Searching for and Retrieving Records [C2.2.6.8.]*

SharePoint provides the capability to search for and retrieve records filed through both SharePoint and Meridio. Users can search the repository using combinations of record and record folder metadata elements and relational and Boolean operators.

Meridio provides access control. Only records the user has permission to see appear in the search results.

3.19 *Access Controls [C2.2.7.]*

Meridio provides all required capabilities necessary to control access to records. For more information, see the JITC "Meridio v4.2 DOD 5015.2-STD Compliance Detailed Report."

3.20 *System Audits [C2.2.8.]*

Meridio provides all required auditing capabilities. For more information, see the JITC "Meridio v4.2 DOD 5015.2-STD Compliance Detailed Report."

3.21 *System Management Requirements [C2.2.9.]*

Operating systems (MS Windows 2000 Advanced Server (SP4) and MS Windows 2003) and the database management system (MS SQL Server 2000 (SP3a)) provided the required system management capabilities.

4.0 *Non-Mandatory Features Demonstrated*

4.1 *Workflow/Document Management Features [C3.2.11.]*

Meridio/SharePoint have the capability to integrate process management, workflow automation, and document management through K2, permitting successful implementation of document authoring, review, approval, and publishing process, as well as legislative compliance and audit trails.

Last revision: **16 Aug 2004**